

21 December 1971

MEMORANDUM FOR: SSA/DDS

SUBJECT : Storage of Classified Information
In Non-CIA Facilities

1. Over the past year, the Agency has extended special effort to improve the security of classified information stored in non-CIA facilities in the United States. These efforts will continue in 1972. All offices of the CS are reminded that under the terms of [REDACTED] all CIA classified information housed domestically in non-CIA facilities must be stored under conditions having the prior specific approval of the Director of Security. Ideally such facilities should be surveyed by the Office of Security (Physical Security Division, Operations Branch) and the storage arrangements should be based on the survey recommendations.

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2. In order to carry out his responsibilities under the subject, the Director of Security has designated the Operations Branch, Physical Security Division as the central registry for basic survey information on classified storage in non-CIA facilities. To assure that all offices of the CS have properly recorded their storage activities in this category please forward to that unit via [REDACTED] SSU/DDP 3F-22, the following information:

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- a. Name of domestic facility where the classified information is stored.
- b. Location of facility.
- c. Cognizant office (i.e. the one having direct operational responsibility).

- d. Date of last security survey.
- e. Who conducted security survey.
- f. Where report of survey is filed.

3. Note that where operational or cover reasons have precluded an Office of Security survey from being effected, the records in Ops Br/PhySD/OS still should reflect the above information as an absolute minimum.

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Chief, Special Security Unit, DDP

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